



**Caltrans Statewide Small Business Council
September 15, 2006 Minutes**

**Caltrans, District 11
4050 Taylor Street
San Diego, CA
Telephone: (619) 220-7343**

Statewide Council Members Present:

Chaudhary, Alvin Consulting Engineers and Land Surveyors of California (CELSOC)
Fernandez, Raul Filipino American Society of A&Es
Garcia, Rod Hispanic Society of Engineering & Mgmt
Guerrero, Paul CA Small Business Entrepreneurs, Inc
Hou, Johnathan Asian Business Association
LaCome, Diana National Concilio of America (NCA)
Lau, Eddy, Asian American A&E, SFO
Lee, Jackson, American Indian Apprenticeship
Llewellyn, Rebecca, WCOE
McGlover, Stephan Calif Community Connection
Patten, Zeke Black Business Association
Sullivan, Steve (representative) DVBE
Trinidad, Dennis, Governor's Office of Small Business Advocate
Yang, William Asian-American A&Es – So Cal

Caltrans Staff Present:

Fonseca, Olivia Civil Rights
Berman, Laurie District 11
Carrera, Angel Civil Rights
Delgado, Marilyn Civil Rights
Einhorn, Joann District 11
Galia, Cris DPAC
Gorniak, Pam Civil Rights
Nguyen, Lam DPAC
Oloso, Sony District 11
Orso-Delgado, Pedro District 11
Richardson, Nellie District 11
Robertson, Deborah District 7
Salais, Janice Civil Rights
Stout, Debra District 11
Wallace, Sam Business Transportation & Housing
Wright, Rhiannon Civil Rights

Guests Present:

Hulsizer, Greg CTV
Salcedo, Ed GCAP
Schalin, Gunner San Diego SBDC,
Representative - SANDAG

Welcome/Introductions/Opening Remarks:

Chair Fonseca began the meeting by welcoming and thanking all present for their attendance. Chair Fonseca especially thanked Councilmembers Steve Sullivan, Rebecca Llewellyn, Lee Jackson and District 11 staff for sponsoring and coordinating the Council breakfast. Introductions were made around the room.

District 11 Director Pedro Orso-Delgado thanked everyone for attending the meeting. He invited everyone to a tour of the new building after the meeting. He provided an update on the District small business activities and contracting opportunities. The District co-hosted an Architect and Engineering Fair with the San Diego Area Governments. The event was well attended and participants asked for more such events. The District is in the planning stages for its Spring Procurement Fair and the goal is to reach \$500,000 in purchase/service orders. District Director Orso-Delgado provided an overview of the infrastructure bond. The District 11 Council is forming a Professional Services Committee with Steve Sullivan as the Chair of the Committee. The District will host its Second Annual Prime Contractors Award Breakfast on December 8, 2006. New to the awards is presenting an award to a Professional Services Consultant. In addition, the District is looking at initiating its own A&E Mentor Protégé program.

Sam Wallace, Small Enterprise Officer at Business Transportation and Housing Agency provided an update on the activities he is engaged in which includes attending several business outreach events and presenting the key components of the July 21, 2006 Executive Order. He indicated he developed a 2-year Small Business Strategic Plan on his activities. He mentioned Secretary Sunne Wright McPeak is moving forward to establish an Agency Small Business Council composed of 100 members and he will be recruiting members from the Caltrans Statewide Small Business Council for the Agency Council. Councilmember Llewellyn suggested to Mr. Wallace that he coordinate the establishment of the Agency Council with Dennis Trinidad, Department of General Services and Caltrans, because many of the Caltrans Councilmembers are also on the other Councils and as business owners, they can not accept too many offers to sit on additional business Councils. She asked Mr. Wallace to find ways to consolidate the State Small Business Councils. Mr. Wallace responded he would work with Mr. Trinidad and Chair Fonseca to look for opportunities to consolidate where possible. Mr. Wallace provided an educational component on the infrastructure bond on the November election ballot. Many Councilmembers asked Mr. Wallace to ask the Governor to provide support and assurance that the 25 percent statewide small business goal will apply to all the infrastructure bond related contracts. Mr. Wallace responded that their message would be shared with Secretary McPeak and others. Councilmember Hou asked Mr. Wallace for a copy of the two-year Small Business Strategic plan.

Councilmembers Garcia and Guerrero shared with the membership a report, "Free to Compete" by the Greenling Institute.

Councilmembers Guerrero and Llewellyn voiced their concerns with the Caltrans insurance report study results. They indicated the insurance requirements for contracts under \$5 million are excessive and the insurance requirements for Minor B contracts should not be the same as for contracts up to \$5 million.

Chair Fonseca indicated she would relay the Councilmembers comments to Director Kempton.

ACTION ITEMS: A copy of the Free to Compete report was distributed to all Councilmembers and guests. Mr. Wallace to provide a copy of the 2-year Small Business Strategic Plan to Councilmember Hou.

ITEM #1: Approval of August 18, 2006 Statewide SB Council Meeting Minutes

Chair Fonseca indicated the August 18, 2006 minutes were not available. She indicated the minutes would be sent to the members in a few days.

ITEM #2: California Transportation Venturers, Inc. - Presentation

Mr. Greg Hulsizer, Chief Executive Officer, California Transportation Venturers, provided an update and handout on the State Route 125 Toll Road project accomplishments to date. He indicated the toll road is a \$644 million project and the road will be open to traffic in 2007. As of December 2005, the contractor has met the Toll Road Overall DBE project goal of 12%. The contractor continues to reach out to small businesses, including DBEs to participate in the remaining few contracts left to bid. Councilmember Guerrero asked Chair Fonseca for a written summary of the Toll Road background. Chair Fonseca asked Laurie Berman, SR 125 Project Manager, to provide the document at the October 2006 Council meeting.

ACTION ITEM: Laurie Berman to provide the Council with the Toll Road project summary.

ITEM #3: District and Disparity Study Updates

Chair Fonseca provided the Disparity Study update.

- Databases from Caltrans program areas have been collected and delivered to BBC.
- A master list of transportation related construction companies by NAICS and SIC have been purchased through Dunn & Bradstreet.
- BBC's subcontractor, Customer Research International began the telephone survey.
- Robert Padilla is coordinating a meeting of the California airport administrators and transit administrators to discuss the need to collaborate on completing their proposed Disparity Study. The proposed meeting date is October 18, 2006 at the Los Angeles Airport. Director Will Kempton plans to attend and speak at the meeting.

Councilmembers Guerrero, Lau and Llewellyn would like to attend the meeting to provide the small business prospective on why it is important to collaborate and share information. Chair Fonseca affirmed their attendance would bring value to all to hear. Once the meeting time and place is confirmed, the Council members would be invited.

District 4: The District is planning a "Look Ahead" outreach forum to increase small business participation on District 4 contracts. The event is on October 12, 2006. On October 5, 2006 the AGC is hosting an "Emerging Business Enterprise" forum, which is the kick-off meeting of establishing a Mentor Protégé program for construction contractors.

District 7: Deborah Robertson reported on the hosting a meeting on behalf of Sam Wallace. The meeting was held September 14, 2006 and approximately 50 businesses and organizations attended the meeting. The District's Procurement Fair is October 12, 2006 at the District office. The fair will include procuring miscellaneous services, such as photographic services, and printing. The next District 7 Small Business Council is November 9, 2006. The Guide on implementing the A&E Mentor Protégé program was sent to Civil Rights to provide to the districts. The A&E Mentor Protégé program one year anniversary is in November. The District is planning a workshop with other government agencies on what is and how does California Multiple Awards Schedule (CMAS) works. The Department of General Services is the keynote speaker.

District 12: Pam Gorniak announced and handed out the District 12 Procurement Fair, scheduled for October 25, 2006. The District is facilitating Sam Wallace as the keynote speaker at the Orange County Transit Authority Business Fair on October 4, 2006.

ITEM 4: Statewide Committee Reports

COMMODITIES:

The Commodities Committee met the night before. The discussion items were:

- Finalizing the Procurement Fair Guide;
- Scheduling a video conference with the District Small Business Liaisons;
- Reviewed and approved the new brochure presented by DPAC;
- See Action Item listing for further updates.

PROFESSIONAL SERVICES:

The Professional Services Committee met the night before. The discussion items were:

- Training for small businesses on InRoads;
- Looking to partner with the California State University at Sacramento to provide the InRoads training for a small fee;
- DBE substitution. DPAC is now sending a letter with each A&E contract letting the subs know they are listed on the consultant contract;
- See Action Item listing for further updates.

CONSTRUCTION:

The Construction Committee met the night before. Armando Garcia, District 11 joined the group discussion.

- Recommend all Minor B contracts be handled through DPAC. Last month the recommendation was to have all Districts handle the Minor B contract. The recommendation was reversed after further review.
- Request a copy of the Disparity Study scope of work.
- Request an update on the letter to Local Agencies regarding implementation of 49 Code of Federal Regulations, Section 26.51 Race Neutral activities.

A copy of a letter dated August 25, 2006 and addressed to County Public Works Directors, etc., was in the meeting packet. This letter addressed and closes the request from the Construction Committee on the letter to the Local Agencies.

- See Action Item listing for further updates.

DBE ANNUAL GOAL SUBCOMMITTEE

The DBE Annual Goal Subcommittee did not meet.

EXECUTIVE COMMITTEE

The Executive Committee did not meet.

ITEM #5: Public Comment/Good of the Order

Councilmember Trinidad provided information on small business legislation. Assembly Bill 2330 was chaptered on September 12, 2006. It requires the Small Business Advocate to commission a study on the costs of state regulations on small businesses and to make recommendations on the results of the study. Assembly Bill 3058 was chaptered on September 12, 2006. It requires the Small Business Advocate to advocate on behalf of small businesses regarding disaster preparedness and recovery, including providing technical assistance. It further requires the development of a web-based handbook for small businesses on emergency preparedness, responses to emergencies, and recovery strategies. Secretary Rosario Marin, State and Consumer Services, is meeting with all Agency Secretaries to ensure the Agency and Departments make efforts to obtain 25% small business participation on their overall state contract opportunities.

A representative from the San Diego Area Governments (SANDAG) provided a handout “Upcoming Projects for Caltrans – District 11 and SANDAG.

Councilmember Yang asked for a copy of the Partnership Agreement signed on July 21, 2006. Chair Fonseca indicated color copies will be provided at the October 20, 2006 Council meeting.

Chair Fonseca, reminded members who have not sent in letters reconfirming their organizations membership on the Statewide Small Business Council, to send the letters right away. The re-confirmed Councilmembers will obtain a Caltrans identification badge after the October 20, 2006 meeting.

Next Meeting: Friday, October 20, 2006 in Sacramento

Approved by:

OLIVIA FONSECA
Deputy Director, Office of Civil Rights